

Smart Grid Investment Grant Monthly Progress Report Instructions

The Progress Report must provide a concise narrative assessment of the status of work and include the following information and any other information identified under Special Instructions on the Federal Assistance Reporting Checklist. The Recipient must report data specified in this section monthly beginning with the first month following notification of approval by the Office of Management and Budget of the Department of Energy's monthly reporting request. Data in this section is required quarterly until that time. The Recipient will provide the data required in the Progress Report via a mutually agreed upon format and media.

1. The DOE award number and name of the recipient.
2. The project title and name of the project director/principal investigator.
3. Date of report and period covered by the report.
4. A comparison of the actual accomplishments with the goals and objectives established for the period and reasons why the established goals were not met.
5. A discussion of what was accomplished under these goals during this reporting period, including major activities, significant results, major findings or conclusions, key outcomes or other achievements. **This section should not contain any proprietary data or other information not subject to public release.** If such information is important to reporting progress, do not include the information, but include a note in the report advising the reader to contact the Principal Investigator or the Project Director for further information.
6. Any changes in approach or aims and reasons for change. Remember significant changes to the objectives and scope require prior approval by the contracting officer.
7. Actual or anticipated problems or delays and actions taken or planned to resolve them.
8. Any absence or changes of key personnel or changes in consortium/teaming arrangement.
9. A description of any product produced or technology transfer activities accomplished during this reporting period, such as:
 - A. Publications (list journal name, volume, issue); conference papers; or other public releases of results.
 - B. Web site or other Internet sites that reflect the results of this project.
 - C. Networks or collaborations fostered.
 - D. Technologies/Techniques.
 - E. Inventions/Patent Applications
 - F. Other products, such as data or databases, physical collections, audio or video, software or netware, models, educational aid or curricula, instruments or equipment.